

State of Iowa
Department of Education
Bureau of Community Colleges and Career and Technical Education
Grimes State Office Building
Des Moines, IA 50319-0146
515/281-3866 – 515/281-6544(Fax)
Website location: www.state.ia.us/educate/

INSTRUCTIONS FOR SUBMITTING PROGRAM APPROVAL REQUESTS

Community College Programs

(Career & Technical Education and College Parallel/Career Option)

I. GENERAL INFORMATION

- A. Each community college is required to obtain Department of Education approval as per the following section of the code:
- "In approving curriculum, the director (of the Department of Education) shall ascertain that all courses and programs submitted for approval are needed and that the curriculum being offered by an area school (community college) does not duplicate programs provided by existing public or private facilities in the area. In determining whether duplication would actually exist, the State Board (of Education) shall consider the needs of the area and consider whether the proposed programs are competitive as to size, quality, tuition, purposes, and area coverage with existing public and private educational or vocational institutions within the merged area."
- Source: Code of Iowa, Chapter 260C.14 (1)
- B. Each community college wishing to initiate a new program or change a degree awarded for a program must submit an approval request following the format provided in the attached guidelines. (See definitions on page 3.)
- C. For programs to be submitted for approval, the college must submit a notice of intent to the Department of Education at the address below. The notice will be forwarded by the Department of Education to the Chief Academic Officers for their review for potential concerns. This step should be completed prior to submitting a program approval request.
- D. Proposals must be submitted to the Department of Education **45 days prior to start-up date**. Submit an electronic copy with a submittal letter from the president or authorized designee or three paper copies of each proposal to:

Paper Copies: Bureau Chief
c/o Cheryl Killen, Administrative Assistant
Bureau of Community Colleges and Career and Technical Education
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Electronic Copy: cheryl.killen@iowa.gov

- E. Program approval is granted by the Director of the Iowa Department of Education upon the recommendation by the Administrator of the Division of Community Colleges and Workforce Preparation. Colleges will be notified in writing of the Iowa Department of Education approval.
- F. The department notifies the Iowa Coordinating Council for Post-High School Education (ICCPHSE). The college will be informed of any issues brought forward by other institutions through the web-based postings of any concerns. If concerns are raised, colleges are advised to seek resolution and in turn, bring the results to the ICCPHSE.
- G. Program approval is necessary prior to marketing the program to the public for recruitment. If the college needs to market the program prior to approval, the materials must state the program is “pending Iowa Department of Education approval.”

II. DEFINITIONS

Types of Awards:

- **Associate in Arts or Association in Science (AA/AS) Degree:** The degree issued to a person who has satisfied curricular requirements that consist of content equivalent to a two-year college parallel curriculum shall certify that its recipient is either an associate in arts or an associate in science. Iowa Administrative Code 281 Chapter 21.2(10)
- **Associate in Applied Arts or Associate in Applied Science (AAA/AAS) Degree:** The degree issued to a person having satisfied curricular requirements and demonstrated competence for employment in the occupational field for which the program was designed shall certify that its recipient is either an associate in applied arts or an associate in applied science. Typically, these degrees apply to occupations requiring significant amounts of applied scientific and mathematical knowledge or occupations in which the individual will work in direct support of a professional. Iowa Administrative Code 281 Chapter 21.2(10) Program length for the associate of applied science (AAS) degree in vocational-technical (career and technical) subjects and for the associate of applied arts (AAA) degrees shall consist of an academic program being the equivalent of a maximum of four semesters and two summer sessions of instruction. AAS and AAA degree programs shall not exceed a maximum of 86 credit hours unless the department of education has granted a waiver pursuant to 21.45(5). Iowa Administrative Code 281 Chapter 21.45(3)
- **Associate in General Studies Degree:** The degree issued to a person who has satisfied the curricular requirements of a two-year program other than set forth in subrule 21.2(10) shall certify that its recipient is an associate in general studies. Iowa Administrative Code 281 Chapter 21.2(10)
- **Diploma:** The recognition granted to a person who has been graduated from a curriculum other than set forth in 21.2(10) but of not less than 12 weeks in length shall be a diploma. Iowa Administrative Code 281 Chapter 21.2(10) All credit certificate and diploma programs as defined in subrule 21.2(10) shall not exceed 48 credit hours.. Iowa Administrative Code 281 Chapter 21.45(6)
- **Certificate (credit):** A certificate of completion may be issued to certify that a student has satisfactorily completed a course of instruction other than the above. Iowa Administrative Code 281 Chapter 21.2(10) Certificate programs shall be less than 48 semester credit hours (72 quarter hours) in length. Programs of more than 22 or more semester credit hours and are marketed separately must be approved by the Department of Education. Guidelines for Program Awards in Iowa's Community Colleges
- **Certificate (noncredit):** A certificate of completion may be issued to certify that a student has satisfactorily completed a course of instruction other than the above. Programs with the equivalent of more than 22 or more semester credit hours and are marketed separately must be approved by the Department of Education. Guidelines for Program Awards in Iowa's Community Colleges

See attached Guidelines for Program Awards in Iowa's Community Colleges for additional information.

Types of Programs:

- **Full-Time Preparatory (02):** A program designed to provide the specific skills and knowledge essential for successful entry into an occupation and which operates twenty or more contact hours per week, 15 or more credit hours per term and is a minimum of one term in length. Community College Student Enrollment Manual
- **Short-Term Preparatory (Certificate) Program (credit) (03):** A program designed to provide the specific skills and knowledge essential for successful entry into an occupation which operates 120 contact hours or more, but less than one term in length, and less than 22 credit hours. Community College Student Enrollment Manual.
- **College Parallel/Career Option Program (06):** A college parallel/career option program includes a program of study that is the equivalent of the first two years of a baccalaureate program and also includes:
 - Such courses as may be necessary to develop skills that are prerequisite to other courses and objectives;

- And specialized courses required to provide career options within the college parallel program. Iowa Administrative Code: 281, Chapter 21.4 (1)
- **Part-Time Preparatory (07):** A program designed to provide the specific skills and knowledge essential for successful entry into an occupation which operates, on average, less than 15 credit hours per term and is a minimum of two terms in length, less than 20 contact hours per week. Community College Student Enrollment Manual
- **Advanced Standing (12):** A program that has the prerequisite requirement of the successful completion of another occupational or educational program before a student is eligible to enter.
- **Shared Full-Time Preparatory (32):** A full-time preparatory program administered per a sharing agreement (28E Joint Exercise of Governmental Powers) between two or more eligible institutions. Iowa Administrative Code: 281, Chapter 21.65
- **Shared Short-Term Preparatory (33):** A short-term preparatory program administered per a sharing agreement (28E Joint Exercise of Governmental Powers) between two or more eligible institutions. Iowa Administrative Code: 281, Chapter 21.65
- **Shared College Parallel/Career Option Program (36):** A college parallel/career option program administered per a sharing agreement (28E Joint Exercise of Governmental Powers) between two or more eligible institutions. Iowa Administrative Code: 281, Chapter 21.65
- **Shared Part-Time Preparatory (37)** A part-time preparatory program administered per a sharing agreement (28E Joint Exercise of Governmental Powers) that is designed to provide the specific skills and knowledge essential for successful entry into an occupation which operates, on average, less than 15 credit hours per term and is a minimum of two terms in length, less than 20 contact hours per week. Community College Student Enrollment Manual

Types of Special Emphasis:

Work-Site Learning (Paid) (03): A program that utilizes work experience planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer. Work experience may be considered or listed as an internship, field experience, or practicum. The minimal requirement for one semester hour of credit shall be 3,200 minutes (for one quarter hour of credit, 2,132 minutes) of scheduled work experience plus (when applicable) a scheduled culminating activity. Community College Student Enrollment Manual

Apprentice (Non-IDED Funded) (04): A program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. An apprentice program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and labor, and contains all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices. Community College Student Enrollment Manual

No Special Emphasis (11): A program that utilizes classroom work (lecture and formalized classroom instruction under the supervision of an instructor), laboratory work (experimentation and practice by students under the supervision of an instructor), and/or internship, coop, clinical, on-the-job training. Community College Student Enrollment Manual A program, service, or activity that has no special identification such as Apprenticeship, Tech Prep, Correction, Reciprocal Agreement, or 260 E, F, and G programs. MIS Data Dictionary

Corrections (30): Programs to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, including juvenile offenders, and who are residents of a confinement and/or a rehabilitation, or correction facility. MIS Data Dictionary 1999

Reciprocal Agreement (35): This is a program offered through a reciprocal agreement. A reciprocity agreement is usually an agreement between a community college in Iowa and a college in a contiguous state. The agreement provides for the recognition by one institution of the validity of licenses or privileges granted by another institution. MIS Data Dictionary 1999

III. PROPOSAL COVER PAGE

A. Community college requesting approval name, address and county district number.

B. Approval being requested:

Check one:

- a. New program ☐
b. Program revision ☐

C. Program information

1. Program title/name

State name _____

Local name _____

2. CIP number _____

NOTE: WORK WITH DEPT. OF ED. CONSULTANT WHO WILL CONFIRM THE ASSIGNMENT OF THE APPROPRIATE CIP NUMBER

Codes for:

Instructional level _____

Type of program _____

Special emphasis _____

Object and Purpose _____

NOTE: SEE DEFINITIONS OR DE CONSULTANT FOR PROGRAM AREA FOR ASSISTANCE WITH ABOVE CODES.

3. Type of award: ☐ Associate in Science
☐ Associate in General Studies
☐ Associate in Applied Arts
☐ Associate in Applied Science
☐ Diploma
☐ Certificate

4. Type of linkage: Check all that apply

- ☐ Tech Prep Agreement with secondary district(s)
☐ Articulation Agreement with secondary district(s)
☐ Articulation Agreement with 4-year institution(s)
☐ Articulation Agreement with Apprenticeship program(s)
☐ Career Academy Agreement with secondary district(s)

5. Anticipated start date _____

6. Anticipated total annual enrollment _____ students

7. Anticipated total annual completers _____ students

D. Name, title, address, and telephone number of person to be contacted regarding this proposal.

E. Date submitted to the Department of Education _____

F. Name of Department of Education consultant who provided assistance with development of the program proposal _____

IV. DESCRIPTION/PURPOSE

Describe this program and its purpose in approximately 200 words or less. Provide a short description or abstract of the program including any unique information concerning the program.

V. STUDENT INTEREST/EMPLOYMENT OPPORTUNITIES/LOCAL APPROVAL

- A. Provide documentation of the local, regional, and statewide demand for skilled employees in related occupations. Describe the process utilized to determine this demand.
- B. Describe the process utilized to determine local, regional and statewide demand for skilled employees in related occupations and the findings. (You may contact the local Workforce Development office for regional and statewide labor market information or consult their web page www.iowaworkforce.org for assistance.)
- C. Identify the local board or boards approving the program and dates of the action(s).

VI. ADVISORY COUNCILS/COMMITTEES

- A. Attach completed Program Advisory Council/Committee Membership form.
- B. Attach minutes of Program Advisory Council/Committee meeting(s) which address the planning and implementation of this program.

VII. PROGRAM CONTENT

- A. List the length of the program and title and sequence of courses designed to deliver the proposed program. Short course descriptions, which will be provided to prospective program enrollees are to be included. Complete and attach AS-28 form to satisfy the listing of courses. Submit course descriptions if not in current catalog. (Include labs, lecture, and credits. There can be no more than 86 credits per AAS degree programs and 48 credits for the diploma programs.) See Guidelines for Program Awards in Iowa's Community Colleges.
- B. Attach program standards and benchmarks/performance indicators (competencies). (Include occupational, employability, leadership, and entrepreneurship performance indicators (competencies.)) *Iowa Administrative Code 258.4 (8)* If applicable, identify any national industry skill standards/certifications or student certification opportunities incorporated into the program.
- C. Describe how student leadership standards will be incorporated as an integral part of the program. If the program is affiliated with a career and technical student organization, please identify the name. *Iowa Administrative Code 258.4 (8)*
- D. Describe the experiential component of the program, such as how laboratory, on-the-job training (OJT), and/or clinical experiences will be incorporated as an integral part of the program.
- E. Describe the facilities and equipment available and to be purchased or remodeled to initiate the proposed program.

- F. Attach agreements developed for each of the following types of linkages.
1. A **college parallel/career option program** is required to have a minimum of three articulation agreements with a four-year institution.) The agreement must specify the program, institution, and the amount of credits from this program that will be accepted.
 2. A **Tech Prep** program is a career and technical education program that:
 - Is administered per a written agreement between the cooperating secondary and post-secondary educational entities that defines the curriculum, operational policies, and credit provisions such as sequence of courses, where courses are taught, enrollment procedures, and requirements of a completer;
 - Combines at least two years of secondary education and two years of post-secondary education in a non-duplicative, sequential course of study;
 - Strengthens the applied academic component of career and technical education through the integration of academic, and career and technical education;
 - Provides technical preparation in one of the career clusters: agri-science and natural resources; arts, media, and communications; business, information systems, and marketing; family, consumer, and human services; engineering and industrial technologies, health services;
 - Builds student competence in mathematics, science, and communications (including applied academics) in a coherent sequence of courses; and leads to an associate degree or a Department of Labor Bureau of Apprenticeship and Training (BAT) skill certificate in a specific career field, and leads to placement in high-skill, high-wage employment and further education.
- P.L. 105-332, Title II, Section 204, (c) (The Carl D. Perkins Vocational and Technical Education Act of 1998)
3. A **Career Academy** program is designed to provide new career preparation opportunities for high school students that are formally linked with postsecondary career and technical education programs. A career academy means a program of study that combines a minimum of two years of secondary education with an associate degree, or the equivalent, career preparatory program in a nonduplicative, sequential course of study that is standards based, integrates worksite learning where appropriate and available, utilizes an individual career planning process with parent involvement, and leads to an associate degree or postsecondary diploma or certificate in a career field that prepares an individual for entry and advancement in a high-skill and reward career field and further education. Seventy percent of the moneys shall be used on projects in the areas of advanced manufacturing, information technology and insurance, and life sciences, which include the areas of biotechnology, health care technology, and nursing care technology.

VIII. STUDENT SUPPORT SERVICES

Describe support services and strategies that will support this program and identify who will provide these services. Examples of services to be described are recruitment, assessment, career planning services, counseling, placement services, and follow-up services. (If services are described in catalog or student handbook appropriate sections may be copied or referenced).

IX. PROGRAM EVALUATION AND STUDENT ASSESSMENT

- A. Indicate how the student attainment of standards and benchmarks/competencies (performance indicators), both occupational and academic, will be measured and documented. Include any other measures of student assessment to be used. Identify any third-party assessments that will be incorporated into the program.
- B. Describe how this program will be evaluated.

- C. Describe strategies that will be used to enhance the enrollment and success of students who are members of under-represented genders, minorities, and ethnic populations.

X. FINANCIAL

Attach a budget for each participating agency. Complete this form as follows:

1. Personnel – report the dollars budgeted for instructor salary (including fringe benefits) devoted to the proposed program. Exclude study hall and other non-career and technical activities.
2. Travel - report the dollars budgeted for travel for this program.
3. Instructional equipment.
4. Instructional supplies.
5. Capital outlay.
6. Total budget.

XI. ASSURANCES

Sign and attach assurances for community colleges.

XII. CHECKLIST FOR APPROVAL OF COMMUNITY COLLEGE PROGRAM(S)

- ☐ Proposal
- ☐ AS-28 form
- ☐ Assurances for Postsecondary Career and Technical Programs form
- ☐ Abstract
- ☐ Program Advisory Council/Committee Membership form
- ☐ Articulation Agreements
- ☐ Standards, benchmarks, performance indicators (competencies) list

XIII. APPENDIX

- A. Assurances for Postsecondary Career and Technical Programs
- B. Program Advisory Council/Committee Membership Form
- C. Abstract
- D. Notice of Intent to Request Approval for a New Program
- E. Notice of Concern
- F. Guidelines for Program Awards in Iowa's Community Colleges
- G. Identification Code Number/Sets
- H. Curriculum Information System-Form AS-28A Instructions

Appendix A

Assurances for Postsecondary Career and Technical Programs

College: 99

Program:

Assurance
The applicant assures that in carrying out this program it will comply with federal and state laws which prohibit discrimination on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in educational programs.
The applicant assures that equitable access will be provided to all students.
The applicant assures that multicultural, gender fair approaches will be used in planning and implementing programs.
The applicant assures that employers in work-site based training programs do not discriminate against employees or customers and provide an environment free of racial and sexual harassment. Students will be accepted for on-the job training, clinical or work experiences, assigned to jobs and otherwise treated without regard to race, color, national origin, gender, marital status or disability.
The applicant assures that services to students with disabilities are provided in the least restrictive environment that will meet their needs.
The applicant assures that reasonable accommodations are provided to students with disabilities.
The applicant assures that the programs include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and occupational-specific skills.
If this program is a shared program with another community college, the applicant assures that the appropriate contracts and agreements are in place.
The applicant assures that instructors teaching in this program will be appropriately prepared.
The applicant assures that the college is in compliance with the Code of Iowa, Chapter 260C.14(1) concerning duplication of programs.

(President)

(Date)

Appendix B

PROGRAM ADVISORY COUNCIL/COMMITTEE MEMBERSHIP

College/District: _____ County Dist. No.: _____

Career and Technical Education Program: _____

Membership Representation

Duplicate form if necessary.		Gender ¹	Race ²	Other ³
1.	Name: Employer: Position:			
2.	Name: Employer: Position:			
3.	Name: Employer: Position:			
4.	Name: Employer: Position:			
5.	Name: Employer: Position:			
6.	Name: Employer: Position:			
7.	Name: Employer: Position:			
8.	Name: Employer: Position:			
9.	Name: Employer: Position:			

¹Gender: M = Male F = Female

²Race: 1=White, Not Hispanic 4=Hispanic
2=Black, Not Hispanic 5=American Indian or Alaskan Native
3=Asian or Pacific Islander 6=Does not indicate

³Other: L=Member of Organized Labor D=Individual with Disability

Appendix C

DIVISION OF COMMUNITY COLLEGES AND WORKFORCE PREPARATION

Grimes State Office Building

Des Moines, IA 50319

ABSTRACT

Community College Name: _____ College No. 99

1. Program title/name

State name _____

Local name _____

2. CIP number _____

NOTE: WORK WITH DEPT. OF ED. CONSULTANT WHO WILL CONFIRM THE ASSIGNMENT OF THE APPROPRIATE CIP NUMBER

Codes for:

Instructional level _____

Type of program _____

Special emphasis _____

Object and Purpose _____

NOTE: SEE DEFINITIONS OR DE CONSULTANT FOR PROGRAM AREA FOR ASSISTANCE WITH THE ABOVE CODES.

3. Description: Short description of new program (i.e., credit hours, number of terms).

4. Length of Program

5. Type of award:
- ☐ Associate in Science
 - ☐ Associate in General Studies
 - ☐ Associate in Applied Arts
 - ☐ Associate in Applied Science
 - ☐ Diploma
 - ☐ Certificate

6. Type of linkage: Check all that apply
- ☐ Tech Prep Agreement with secondary district(s)
 - ☐ Articulation Agreement with secondary district(s)
 - ☐ Articulation Agreement with 4-year institution(s)
 - ☐ Articulation Agreement with Apprenticeship program(s)
 - ☐ Career Academy Agreement with secondary district(s)

7. List the Iowa institutions in which articulation agreements are developed for the proposed program. A minimum of three articulation agreements is required for college parallel-career option programs. Also complete this item if articulation agreements are appropriate for a career and education technical program.
8. Budget:
9. Projected date for implementation of program:
10. Strategies for Multi Culture Gender Fair (if applicable)
11. Projected enrollment per year:
12. Projected graduates per year:
13. Employment opportunities:

<u>Job Titles</u>	<u>Annual Need in Area/State</u>	<u>Annual Supply in Area/State</u>	<u>Entry Level Salary</u>
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Date

Source

14. List public and private institutions which have similar offerings.
(Use additional sheet if necessary.) Area/State:
15. Indicate implications for potential duplication of the program with other Iowa institutions. Attach correspondence indicating discussions with other institutions in the area/state being served by the program.
16. State any special need for this program in the state of Iowa.
17. Additional Comments:

Appendix D

Revision Approved:

DIVISION OF COMMUNITY COLLEGES

Grimes State Office Building
Des Moines, IA 50319-0146

FOR DE USE ONLY

Date Received:
Date Circulated:
Date Due:

NOTICE OF INTENT TO REQUEST APPROVAL FOR A NEW PROGRAM

This Notice of Intent form must be completed for any anticipated new program, an additional section of an existing program to be offered at the community college.

Community College Name: College No. 99

1. Program title/name

State name _____
Local name _____

2. CIP number _____

Codes for:

Instructional level _____
Type of program _____
Special emphasis _____
Object and Purpose _____

3. Type of award: ☐ Associate in Science
☐ Associate in General Studies
☐ Associate in Applied Arts
☐ Associate in Applied Science
☐ Diploma
☐ Certificate

4. Type of linkage: Check all that apply ☐ Tech Prep Agreement with secondary district(s)
☐ Articulation Agreement with secondary district(s)
☐ Articulation Agreement with 4-year institution(s)
☐ Articulation Agreement with Apprenticeship program(s)
☐ Career Academy Agreement with secondary district(s)

5. Anticipated start date _____

6. Anticipated total annual enrollment _____ students

7. Anticipated total annual completers _____ students

8. Description: Describe briefly the purpose of the proposed program, movement of the program, or revision to existing program.

9. Contact Person
10. College President Signature

Phone Number
Date

Appendix E

NOTICE OF CONCERN

Notices of Concern must be filed with the Department within two weeks of the date the intent form was circulated per the following format.

I. Program being proposed:

Institution: _____

II. Information concerning respondent:

Institution: _____

Program impacted: _____

CIP number: _____

Number of program enrollees for three years: _____

Official residence of enrollees: (current year by merged area)

I	II	III	IV	V
VI	VII	IX	X	XI
XII	XIII	XIV	XV	XVI

Out- of-state

_____	_____
_____	_____
_____	_____

Number of graduates (immediate past year): _____

Number of placements and locations: _____
(immediate past year) _____

III. Area of concern and supporting rationale:

99

President

Date